



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380-0001

MCO 5100.26
ARC
17 Jun 92

MARINE CORPS ORDER 5100.26

From: Commandant of the Marine Corps
To: Distribution List

Subj: HEADQUARTERS, U.S. MARINE CORPS (HQMC) POLICY FOR A
SMOKE FREE WORK ENVIRONMENT ENVIRONMENT.

Ref: (a) SECNAVINST 5100.13A
(b) CPI 752
(c) UCMJ

1. Purpose. To establish HQMC policy for a smoke-free work environment.
2. Applicability. This Order applies to all military and civilian personnel occupying HQMC Assigned spaces regardless of physical location.
3. Background. The Surgeon General of the United States has well-documented the health consequences of smoking tobacco products. The Surgeon General has also determined that nonsmokers, through involuntary and passive inhalation, are at risk for the same illnesses as smokers. The simple separation of smokers and nonsmokers within a common area may reduce, but does not eliminate, exposure to smoke. Therefore, to protect the health of all personnel, and in consonance with Department of the Navy policy for an environmentally safe and healthy workplace (reference (a)), this policy is established.
4. Policy. Unless otherwise designated by the Director of Administration and Resource Management, smoking is prohibited in all HQMC assigned spaces; i.e., those spaces specifically designated for use or occupied by HQMC personnel, such as offices, auditoriums, conference rooms, training areas, lobbies, corridors, elevators, stairwells, restrooms, eating areas, warehouse, storage, and loading dock areas.
5. Responsibilities. HQMC military and civilian personnel (including nonappropriated fund employees) will comply with this policy and, unless space is specifically designated as a smoking area, will not smoke while occupying HQMC assigned spaces.
6. Violations. Violations will be reported via the supervisory chain. Immediate supervisors will initiate

corrective action, including disciplinary action, in accordance with references (b) and (ca), when warranted.

7. Action

a. Supervisors will:

(1) Ensure that all personnel are made aware of this policy.

(2) Enforce this policy to maintain a smoke-free working environment.

(3) Initiate appropriate corrective actions in cases of substantiated violations.

(4) Encourage those who desire to stop smoking to participate in cessation programs.

b. The Marine Corps Consolidated Civilian Personnel Office-DC will:

(1) Provide assistance to HQMC civilian employees as requested.

(2) Ensure that all new HQMC civilian employees who enter on duty are made aware of the policy contained in this Order.

(3) Provide assistance to supervisors in documenting violations on the part of civilian employees and initiating appropriate corrective actions.

(4) Make smoking cessation programs available, at no cost, to civilian personnel.

c. The Commanding Officer, Headquarters Battalion will:

(1) Ensure that all HQMC military officers and enlisted personnel are informed of the policy contained in this Order upon reporting to HQMC.

(2) Ensure that troop information lectures and discussions are used for disseminating the latest information on smoking and health.

- (3) Coordinate with the Branch Clinic, Arlington Annex, to provide smoking cessation programs for military personnel.


J. R. DAILEY
Assistant Commandant
of the Marine Corps

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